

JOB DESCRIPTION: CHILDREN'S PROGRAM DIRECTOR

HOURS: Schedule consists of 22 – 24 hours per week

PAY: \$9.00/hr

PREFERRED EXPERIENCE / KNOWLEDGE / ABILITIES:

- Knowledge of general subject areas, authors, and reader interest levels.
- Knowledge of library services and computer programs, Microsoft Office applications, organization of library materials, general library practices, and general office procedures and equipment.
- Demonstrates interpersonal skills necessary to establish and maintain good working relationships with library staff and patrons.
- Knowledge of children's literature in order to provide effective reader's advisory services.
- Ability to work in groups demonstrating willingness to contribute ideas, maintain flexibility, and support changes within the organization.
- Ability to match patrons with materials and services appropriate to their interest and abilities using knowledge of library materials and services.
- Knowledge of techniques and resources for effective storytelling and preschool programming.
- Exhibits creative use of dramatic, artistic, and musical skills in presenting programs.
- Ability to evaluate the effectiveness of children's programs and to make adjustments as necessary.
- Ability to prepare attractive and inviting children's displays.
- Ability to provide efficient, courteous public service and present a positive image of the library in attitude, appearance, and performance of duties.
- Ability to work with patrons in a variety of situations in a calm and professional manner.

ESSENTIAL FUNCTIONS:

- Develop programs for children and families including, but not limited to:
 - Preschool story times
 - Family events
 - Summer Reading Program
 - Coordinate programs with local school district and community agencies if possible
- Advertise these programs both in and out of the library via print and electronic methods

- Creates an environment that encourages children's use of the library.
- Train volunteers to assist with programs as necessary
- Make recommendations for collection development based on need, demand, and material review sources.
- Provides excellent customer service, employing communication skills necessary to effectively determine the needs of the patrons, and providing significant information and readers' advisory services and assists patrons in the use of the library.
- Knows library policies, procedures, and services.
- Creates an environment in the children's room which is conducive to the enjoyable and constructive use of library resources especially through bulletin boards and displays.
- Actively promotes library services and materials through merchandising, programs, and tours.
- Maintains knowledge of print and electronic reference resources. Trains patrons in use of online library catalog and databases.
- Keeps informed of library and departmental information and changes via electronic or written communication.
- Performs other job-related duties and assumes other responsibilities as assigned, such as:
 - Shelving
 - Front desk/circulation functions
 - Customer service/reference
 - Data entry
 - Technology services/ troubleshooting basic computer and office equipment problems
 - Clerical tasks
 - Other duties as assigned

EDUCATION: BA/BS Degree Required

SKILLS:

- Working knowledge of the computer, particularly the programs of MS Office, including Word, Excel, Publisher, and Power Point; Access a plus.
- Ability to type 30 wpm
- Knowledge of the Dewey Decimal system
- Problem solving abilities
- Ability to provide good customer service